EAC Newsletter

LOOKING FOR VOUNTEERS.......

The Employee Advisory Council (EAC), is currently in the process of seeking replacement members for the council term beginning in June. EAC members are expected to continually communicate with their constituency. This includes providing appropriate information to them as well as soliciting input on specific issues.

University of California (UC) employees who are interested in serving on the EAC will need to obtain prior approval from their immediate supervisor before applying. Supervisors should realize that EAC membership requires about 10-15% of an employee's time, including regular attendance at biweekly EAC meetings. Members of EAC serve a one year term with a one year renewal option for a maximum of two years.

Once supervisory approval is obtained, employees should contact Fernando Quintana at 667-2395 or at fernando@lanl.gov. The employee will be asked to complete an EAC Membership Application form to be returned to me by **May 9th**. The applications will be given to your Director for review and approval and forwarded to the EAC Selection Committee. The EAC Chairperson will notify all applicants of final selection status.

The Current Employee Advisory Council!

Fernando Quintana –Chair- FWO
Lorraine Segura – Vice Chair- ESH
Stephanie Frankle- Historian - X

Sharon Atcher - C	Tom Baca - ISEC
Jo McCarthy - ADWP/ASCI	
Kelley Keresey - D	David Jones - S
Frank Pabian - NIS	Nancy Sattleberger - T
Eric Pitcher - LANSCE	Steve Hanson - FWO
Lucy Maestas - P	Cherryl Mingo - DX

EAC CHARTER:

The Employee Advisory Council (EAC) is chartered, sponsored, and supported by the Director and his staff. The formation of the EAC was announced in a memorandum, endorsed by the Laboratory's Deputy Director on February 10, 1994. While this gave EAC an organizational mandate, EAC's action and behavior have been transformed into a resource for the Laboratory. The purpose of EAC is to serve as a communication link providing employee input, feedback, and recommendations to LANL management on existing and proposed LANL policies, practices, operations, and procedures. EAC also identifies issues of employee concern and communicates these issues and possible solutions to Laboratory management.

RECENT EVENTS-

On March 6-8, LANL sponsored the quarterly meeting of the Council of University of California Staff Assemblies (CUCSA) The two-day meeting began with a tour of the museum and presentation by BSM Director John Rhoades. There also were presentations and questions-and-answer periods with Rich Marquez, associate director for administration, Allen Hartford, Science and Technology Base Programs (STB) Office leader, and William "Buck" Thompson, Weapons Physics Directorate chief of staff.   The council conducted a successful meeting and were quite impressed with the laboratory and our mission.

MINUTES:

Normally you can view the minutes from previous EAC meetings by visiting our Website, unfortunately we are currently reconstructing our website. In the meantime please review the attached PDF file containing approved minutes since September.

UPCOMING EVENTS/ISSUES:

- New council term starts June 6th
- EAC Website under construction

SPOTLIGHT ON...
Science and Engineering Advisory Council (SEAC)

With its sights on the R&D work environment at LANL, the SEAC encourages input from the technical staff. The SEAC has the responsibility to:
"Advise management on approaches for assuring excellence in science and engineering research and development. Address issues that affect the Laboratory's ability to foster an environment conducive to excellence in science and engineering research and development."   *Further information can be found at : http://stb.lanl.gov/SEAC/*

WE VALUE YOUR INPUT ---- CONTACT US!

To provide input, please contact your EAC division participant, or you can email comments to the general EAC committee (*eac@lanl.gov*)

Employee Advisory Council Minutes
(TA-3, SM 43, Director's Conference Room)
December 6, 2001

EAC Web Site: http://www.lanl.gov/committees/eac

Members present:
Lorraine Segura, ESH; Sharon Atcher, C; Anita Stone, BUS; Stephanie Frankle, X; Kay Strong, HR; David Jones, S-2; Nancy Sattelberger, T; Steve Hanson, FWO
Members absent:
Fernando Quintana, E; Tom Baca, ISEC; Rebecca Johnson, EES-IGPP; Jo McCarthy, ADWP/ASCI; Frank Pabian, NIS; Cherryl Mingo, DX; Kelley Keresey, D; Eric Pitcher, LANSCE; Lucy Maestas, P

The meeting was called to order by the acting Chair, Lorraine Segura.

Business

Sharon moved to accept the charters for the committees, and Dave seconded the motion. The motion passed.

EAC contact with two other employee groups was discussed. Stephanie Frankle volunteered to be a liaison with the Working Parents organization (http://workingfamilies.lanl.gov/resources/workpar.html). Steve Hanson volunteered to be a liaison with the Science and Engineering Advisory Council (SEAC). Information on SEAC can be found on their website at http://int.lanl.gov:80/science/seac/index.shtml. Jeff Goettee (NIS-10, goettee@lanl.gov) is the liaison from SEAC to us, and should be added to our email distribution list.

The EAC website was briefly discussed. The Communications committee will provide preliminary information to Stephanie on the content of the EAC website. From that information a prototype organizational structure will be developed to bring to the council. Additionally, the council decided to remove as much personal information from the green partition as possible including the minutes. Links will be provided to the information on the yellow partition so that all current employees can have access to that information.

Nancy moved to accept the minutes from the Nov. 8 meeting with minor corrections, and Steve seconded the motion. The motion carried. It was also decided that Anita Stone's name should be added to the Newsletter, and the Nov. 8 minutes should also be included. Stephanie will send out an amended newsletter and minutes to everyone for further distribution.

The council discussed the format for future meetings. It was agreed that the council should aim for one speaker per meeting. The committees have not been meeting on a regular basis and this topic will be further discussed at a future council meeting.

It was recommended that the Jan. 3 meeting be cancelled, and the next EAC meeting be held on Jan. 17.

The meeting adjourned.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes
(TA-3, SM 43, Director's Conference Room)
Jan. 17, 2002

EAC Web Site: http://www.lanl.gov/committees/eac

Members present:
Fernando Quintana, E; Lorraine Segura, ESH; Sharon Atcher, C; Stephanie Frankle, X; Kay Strong, HR; Nancy Sattelberger, T; Steve Hanson, FWO; Cherryl Mingo, DX; Lucy Maestas, P

Members absent:
Tom Baca, ISEC; Frank Pabian, NIS; Kelley Keresey, D; Eric Pitcher, LANSCE; Anita Stone, BUS; David Jones, S-2

The meeting was called to order by the Chair, Fernando Quintana.

Business

Membership: Jo McCarthy (ADWP/ASCI) and Rebecca Johnson (EES-IGPP) have stepped down from EAC. A new member application from B division was considered. Steve moved and Nancy seconded the motion to accept the application of R. Lynn Chavez (B-DO). The motion passed.

Attendance: The Chair, Fernando Quintana, spoke to the issue of EAC member attendance and participation. He noted that in the past few months several members have been missing meetings on a regular basis. He asked the council to evaluate their commitment to participate EAC. He also stated that whether one chooses to attend or not attend a meeting should not be based on who the guest speaker is. He stated that he would be contacting individual members to reaffirm their intent to participate in EAC.

Committee Status: The committees gave an update on their recent activities and future plans. The HR committee will definitely be looking at the ongoing review of the AM100 policies. The ERP committee believes that its efforts will be driven by the ERP project and will be entering a quiet time now. The Communications committee is clearly under-volunteered and is focused on putting out the newsletters and redesigning the web site. Nancy and Stephanie volunteered to join the Communications committee to help out. No report was made by the Security committee.

Dec. 6, 2001 Minutes: Sharon moved and Lucy seconded the motion to accept the minutes of the Dec. 6, 2001 meeting. The motion passed.

EAC Newsletter: The content of the next EAC newsletter was discussed. We will attempt to put out the next edition by the end of the month. The spotlight section will most probably be on the SEAC committee. A call for volunteers from the various Divisions to participate in EAC will also be included.

CUCSA: An update on the March CUCSA meeting, to be held here at the lab, was given by Fernando and Lucy.

Other Information: Kay Strong updated the Council on the status of the HR Help Desk. The Help Desk may be tied into the ERP project, and will be delayed in its implementation. The Help Desk will need to adopt the ERP software or get an exception to use a different software package.

The meeting adjourned.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes
(TA-3, SM 43, Director's Conference Room)
Jan. 31, 2002

EAC Web Site: http://www.lanl.gov/committees/eac

Members present:
Fernando Quintana, E; Sharon Atcher, C; Stephanie Frankle, X; Kay Strong, HR; Nancy Sattelberger, T; Steve Hanson, FWO; Cherryl Mingo, DX; Tom Baca, ISEC; Frank Pabian, NIS; Lucy Maestas, P; Lynn Chavez, B

Members absent:
Lorraine Segura, ESH; Kelley Keresey, D; Eric Pitcher, LANSCE; Anita Stone, BUS; David Jones, S-2

The meeting was called to order by the Chair, Fernando Quintana.

ISSM Positive Security Behaviors Team Report: Ed Heighway (ADWP) and Carl Ostenak (S-DO)
Carl Ostenak began the presentation with an overview of the history of the ISSM (Integrated Safeguards and Security Management) effort here at LANL (ISSM website is at http://int.lanl.gov/security/issm/index.shtml). The vugraphs summarizing this information are included with these minutes. Ed Heighway then spoke to the results of the Positive Security Behaviors Team (PSBT) efforts and their report to the Security Policy Board on May 7, 2001 (full report is available at http://int.lanl.gov:80/orgs/s/issm/docs/PSBT-final.pdf). The vugraph summary of the report to the Security Policy Board is also included with these minutes. The discussion then opened up for EAC to ask questions and provide input to Carl and Ed from the employee point-of-view.

The general consensus is that the typical employee has not seen the recommendations from the PSBT implemented. According to Carl Ostenak, most are still being addressed through the Lab's ISSM project plan developed by the cross-directorate steering team. Several examples were given where the inhospitable security environment has actually worsened at the lab since the team finished its report. Some specific topics of discussion included:
- You can not evaluate a LIR on your own time, yet these documents can have a large impact on your daily work environment. There needs to be a better mechanism for employees to give feedback on proposed rule changes before implementation.
- Division and Associate Director offices (and perhaps group offices) do not have secure email. This often forces employees to use open email communication to the extent possible without crossing the line – employees should not be put in this position.
- When groups have been solicited for their input on how to improve security, their recommendations go into a black hole. Examples include the necessity for upper management to communicate lessons-learned to the employees – this is not happening.
- The Security Help Desk (5-2002) routinely gets kudos for ther "one-stop" customer service in addressing employee questions, concerns and suggestions.

- Related to communicating lessons-learned is the necessity for John Browne's office to issue statements/information in response to inaccurate media reports. It would be terrific if the response could also be reported by the media, but even if the response is only communicated to the employees through the Newsbulletin that would be a big step forward. Employees assume that the news media is reporting events accurately because they have no other information to the contrary. This can be very damaging to employee morale.
- The rate of self-reporting of incidents is considered high at the lab, but when questioned on the methods used to estimate the rate of self-reporting it was clear that there was no way to accurately estimate how many incidents and questions go unreported or unanswered because the employee fears reprisals. However, the percentage of reported incidents that are self-reported is high.
- There was a strong statement-of-support for keeping security people in the divisions where they currently work and not consolidating them into S-Division to be "form-B" back to the divisions. S-Division is still clearly seen as the lab "security police" and not as resource to assist employees. The employees in the divisions working on security related issues tend to be seen as a resource and this needs to continue to be encouraged. The "security police" image is one that the S-Division leader is personally and passionately committed to overcoming.
- Instances of very hostile and threatening behavior on the part of managers to employees regarding security issues were described to Ed and Carl. There needs to be no tolerance for such hostile environments and interactions in the laboratory and employees need a mechanism that they trust for reporting these problems.

Business
Nancy moved and Steve seconded the motion to accept the minutes of the Jan. 17, 2002 meeting. The motion passed.

The meeting adjourned.

Respectfully submitted,
Stephanie Frankle, Historian

ISSM at Los Alamos...
It's About People, Not Paper!

Employee Advisory Committee
January 31, 2002

Carl Ostenak, DIR/ISSM Leader

Work in Progress

(Always will be… it's a journey, not a destination!)

Topics

- **Some Basics**

- **Pre-Appendix O Accomplishments**

- **Appendix O Accomplishments**

- **Path Forward**

Why ISSM?

- **_Moral Imperative_**
  We must not compromise the security (safety) of our nation.

- **_Business Imperative_**
  We must meet contractual expectations effectively & efficiently.

What is ISSM?

- It's a *way of doing business*, and the focus of the business is work.

- Integration means security is an integral part of all work *planning, performance, assessment, and improvement.*

- Sustained *"top-down"* leadership and *"bottom-up"* workforce empowerment & accountability are key!

Pre-Appendix O *"Worker-based"* Accomplishments

- ## *ISSM Development (Jan '00)*
  LANL Director John Browne launched ISSM well before Appendix O, modeling it after ISM (line "ownership," active workforce participation, continuous improvement, etc.). Coordinated by the cross-directorate ISSM Steering Team comprising line, program, support plus invited NNSA rep.

- ## *Labwide Rollout (Jul '00)*
  >10,000 employees (UC, PTLA, JCNNM) participated in DIR-launched ISSM Workshops that were highly interactive, tailored to the work of individual divisions, groups, and teams, and aimed at learning about ISSM, identifying S&S concerns/gaps, and making/acting on suggestions for improving performance.

NNSA · Los Alamos

Positive Employee Feedback on LANL's CY00 ISSM Rollout

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Of more than 10,000 participants, a random sample of 1000 reported better understanding of their security roles and a high likelihood to implement what they learned about ISSM.

ISSM Group-level Workshops Evaluation

(507 respondents from random sample of 1000 workshop participants)
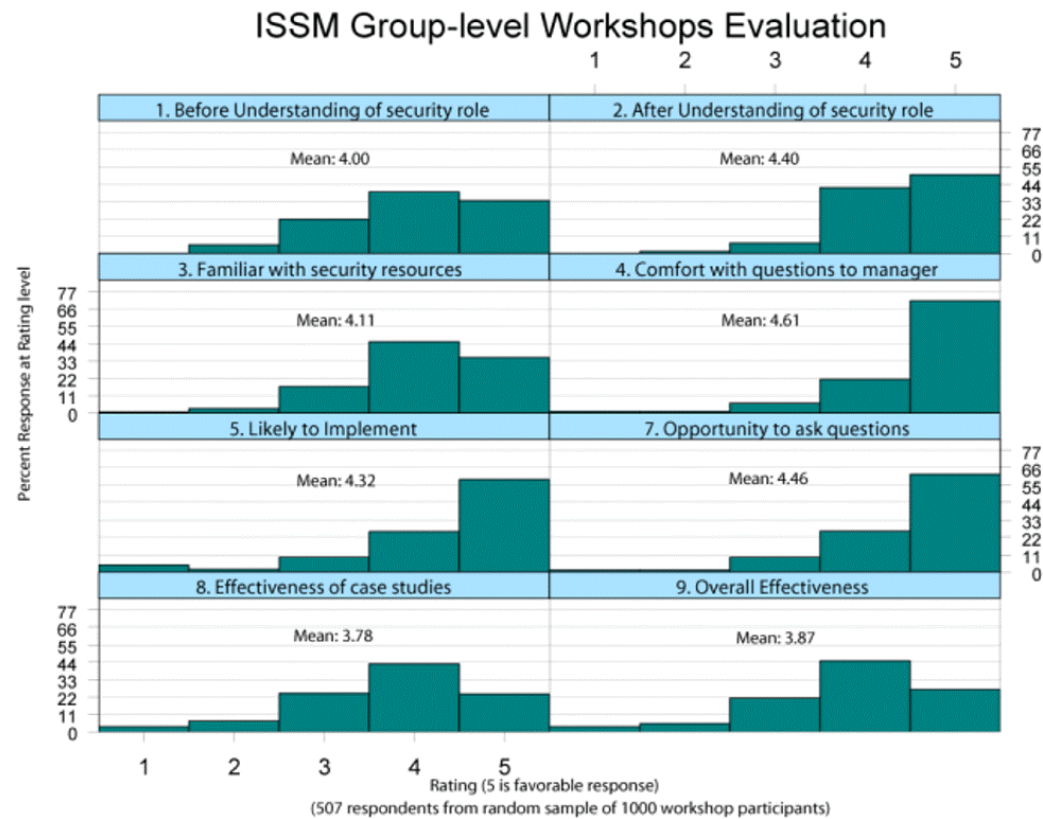
Pre-Appendix O Accomplishments, Cont'd

- LANL Director John Browne initiated Labwide ISSM implementation and informed the workforce, UCOP, DOE, NNSA, and Congress

- Appointed Dick Burick/DLDOPS as ISSM Champion (then Don Cobb/ALDTR with the advent of Appendix O)

- Appointed Jon Weisheit/X-DO as technical division ISSM Champion

- Appointed Carl Ostenak/S-DO as ISSM Leader

- Established cross-directorate LANL-NNSA ISSM Steering Team

- Initiated and led Tri-Lab (LANL, LLNL, SNL) ISSM collaborations

- Developed ISSM concepts, gained senior management support, then briefed all LANL managers

- Briefed senior DOE, NNSA, and UC officials on ISSM concepts and gained their full support

Pre-Appendix O Accomplishments, Cont'd

- **Developed/issued DIR-approved "Safety & Security Policy" to supersede "ES&H Policy"**

- **Initiated "Safety & Security First" (vs. only Safety First) at "All Employees," "All Managers," and senior management meetings**

- **Initiated new weekly "LIM" venue whereby division directors brief DOE-reportable security incidents that occur within their divisions, focusing on causes & lessons learned to heighten awareness**

- **Promoted active use of the Management Walk-around System for safety <u>and</u> security**

- **Developed draft "ISSM System Description" (ISM analog) and solicited Labwide input/feedback**

- **Established "one-stop" Security Help Desk to expeditiously respond to worker questions, concerns, and suggestions**

Pre-Appendix O Accomplishments, Cont'd

- Developed/piloted "Integrated S&S Assessment Visits" whereby S&S SMEs partner with divisions in jointly performing integrated (vs. stovepiped) internal S&S assessments

- Created ISSM website for Labwide access to ISSM information, including the objectives, guiding principles, FAQs, and employee opportunities to actively participate

- Launched Labwide ISSM rollout via LANL Director John Browne's mandatory "All Hands" meeting (7-18-00) followed by highly interactive/tailored worker-based ISSM Workshops, including extensive web-based ISSM exercises/tools for enhancing security awareness, commitment, and performance

- Established post-ISSM Workshop "ISSM Individual Performance Objectives (IPOs)" for 2000-2001 by partnering employees with their supervisors to develop ISSM IPOs tailored to their individual work duties and security responsibilities

Pre-Appendix O Accomplishments, Cont'd

- **Formed a large cross-directorate ISSM Positive Security Behaviors Team to recommend actions for further promoting a positive Labwide security environment where people feel free to express their views, voice concerns, and report security incidents**

- **Proposed and began serving on the new NNSA-Contractor S&S Management Integration Team (SSMIT) to guide ISSM development**

- **Revised General Employee Training (GET) and Annual Security Refresher training to introduce/reinforce ISSM expectations**

- **Developed/published ISSM articles in the Labwide Newsbulletin and the Los Alamos News Letter**

- **Initiated the "Security Super Star" employee recognition program**

- **Partnered with UC & LLNL to develop the ISSM portion of Appendix O**

NNSA   • Los Alamos

Appendix O *"Worker-based"* Accomplishments

- ## *Met All Milestones*

  Since UC-DOE Appendix O contractual expectations were established Jan 18, 2001, LANL has met all milestones via extensive worker involvement and close collaboration with UC (including Aegis), LLNL, and NNSA.

√ Communications Plan	Apr 18, 2001
√ Gap Analysis (more "opportunities")	Aug 23, 2001
√ Action Plan (more "improvements")*	Sep 28, 2001
UC Assessment of Implementation	Sep 30, 2002
ISSM "In Place"	Dec 31, 2002

  *Schedule-based project plan submitted to UC Dec 13, 2001

Appendix O Accomplishments, Cont'd

In addition to the "Hamre" Directives Review…

√ **Formed multiple worker-based focus teams to simplify & replace LANL's entire set of S&S requirements (all 5 topical and 32 subtopical areas) over the past year**

√ **Solicited Labwide workforce involvement in developing & critically reviewing the draft set of new S&S requirements, identifying concerns/gaps, and making suggestions for improving S&S performance**

√ **Result: Three integrated S&S Laboratory Implementation Requirements (LIRs) – *General Security, Classified Security, and Nuclear Safeguards* – that eliminate >4000 pages! (from ~4400 down to <400)**

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Appendix O Accomplishments, Cont'd

Still further…

√ **Comparing CY01 to CY00, LANL incidents are down >30% <u>and</u> self-reporting is high**

√ **Comprehensive DOE S&S inspections have concluded the highest overall ratings ("Satisfactory") for the last 2 years**

√ **At the August 9, 2001, outbrief of LANL's most recent comprehensive DOE Annual S&S Survey, the DOE Survey Leader reported…** *"Evidence of ISSM at every level."*

We're on the right track !

Path Forward

- LANL has made substantial progress since CY00 and will
  -- *Stay the Course !*

- We will aggressively continue integrating security into the
  -- *Way We Do Business !!*

- We also will aggressively continue our overall pursuit of
  -- *Integrated Management !!!*

Positive Security Behaviors Team

Discussion with the EAC

1/31/02

The Positive Security Behaviors
Team Members

Ed Heighway, P-DO, Chair

Tim Babicke, DV/BAO

Meredith Brown, ESH-7

Cam Campbell, S-1

Julie Crook, ISEC

Larry Freestone, S-6

Pruitt Ginsberg, DX-1

Lisa Gutierrez, DV/BAO

Mike Jones, X-1

Phil Kruger, HR-9

Kevin Leifheit, S-2

Tom Locke, ESH-2

Bruce MacAllister, Ombuds

David Montoya, ESA-WE

Fernando Quintana, E-PPC/EAC

Mary Beth Stevens, Ombuds

Elsie Trujillo, NIS-DO

Pat Trujillo, NMT-DO

Our Approach

Our Approach was to Identify and Seek
Paths to Remove Negative Stimuli

- We started with open-ended thinking - no preconceptions

  - this included thinking about adding motivators

- Our look at the work environment triggered a pragmatic approach

  - uncover stimuli that hinder positive security behaviors

  - explore ways to mitigate or remove them

- Right now, this approach is more likely to be productive

We Talked to Sample Populations

- We assessed the health of the prevailing security environment at the Laboratory by visiting with and listening to employees in the workplace.

- We met small groups in X-4, X-5, ESA-WE, DX-1, and NIS.

- The themes that emerged broadly align with the large body of input coming to the Security Help Desk (S-2) and to the Ombuds Program.

What We Learned in the Workplace

Perceptions in the Workplace

- Employees want to act responsibly and to be recognized and supported.

- The workplace is less hospitable—management is not adequately supportive.

- Management is perceived not to be adequately pushing back with DOE.
- Consequences for security infractions are felt to be unpredictable.

- New policies are not appropriately tested in the workplace.

Perceptions in the Workplace (2)

- The responses to security events are uneven.
- The responses to security events are unnecessarily escalated.
- There is a general lack of information about security incidents/infractions.
- Several suggest there should be a path to enable anonymous reporting (for now, we disagree.)
- Guidance is complex and often difficult to interpret.
- Individuals feel unrecognized/uncompensated for their security responsibilities.

Recommendations for Senior Management

Management Actions
That Will Make an Immediate Difference

- Acknowledge the present negative security environment
- Commit to a philosophy of lessons learned rather than one of punishment.
- Resist any deviation from the normal internal security investigation and reporting process.
- Insist on testing new policies in the workplace before any implementation.
- Negotiate with DOE the acceptance of basic principles and process for new policy implementation.
- Have the ISSM steering team examine the detailed options offered in this report and assign implementation actions to named individuals in appropriate organizations.

Other Management Actions That Will Make a Difference

- Resist the temptation to implement procedures that go beyond DOE or Laboratory guidance
- Insist on a common-sense approach—reject the clearly trivial reports
- Allow adequate time for a local evaluation before raising the alarm

Recommendations for the ISSM Steering Team to Examine

Communication can Still be Significantly Improved

- Increase the use of the S-Division web-site
- Include security-event statistical data in training and information meetings (event, lesson and consequence)
- Consider publishing a quarterly security newsletter
- Publish specific, as needed, lessons-learned "alerts"
- Publish "good security" practices as a part of lessons-learned

Change How we Think of Consequences to Security Events

- Expand the investigation process to emphasize lessons learned
  - the emphasis on what happened and who was responsible omits an opportunity for a stronger lessons learned
- Establish clear communication with regard to consequences
  - this will not be easy to accomplish
  - the numbers alone may be reassuring
  - but the actual case data does not stand well alone

Simplify Guidance and Direction as much as Possible

- Keep guidance as simple as reasonably achievable
- Remove L-cleared personnel from Q areas
- Standardize and upgrade training for security personnel
- Improve specificity of training for authorized derivative classifiers (ADCs)
- Tackle the issues associated with soft guidance

Operational Issues for the Workplace

- Establish a DOE/Laboratory review process for proposed new security policies
- Adequate security expertise should be present as part of the local workforce
- Establish a clear procedure for reporting security events
- Return control to the local workplace as much as possible
- Make sure that security is factored into the performance and salary processes

Conclusion

Management Can Set the Tone

- Both management and employees want a secure workplace
- The current workplace is felt to be inhospitable
- Management action and commitment can change that
    - perhaps almost overnight
- This must be followed by sustained effort
    - by insisting on quality communication
    - by emphasizing lessons learned
    - by workplace testing new policies before implementation
    - by providing adequate and appropriate workplace support

Employee Advisory Council Minutes
(TA-3, SM 43, Director's Conference Room)
February 14, 2002

EAC Web Site: http://www.lanl.gov/committees/eac

Members present:
Fernando Quintana, E; Lorraine Segura, ESH; Sharon Atcher, C; Anita Stone, BUS; Stephanie Frankle, X; Kay Strong, HR; David Jones, S; Nancy Sattelberger, T; Tom Baca, ISEC; Steve Hanson, FWO; Lucy Maestas, P
Members absent:
Frank Pabian, NIS; Cherryl Mingo, DX; Kelley Keresey, D; Eric Pitcher, LANSCE

The meeting was called to order by the Chair, Fernando Quintana.

Business
EAC Champion: The first item of business discussed was the role of the EAC champion and the selection process for future EAC champions. Currently, Joe Salgado is the EAC champion but as his deputy lab director role expands it is anticipated that a new EAC champion needs to be selected. The council would like to be a part of that selection process. There was consensus that the EAC champion should serve a minimum of 2 years. It is unclear if the EAC champion is part of the BAO AD position or not. Fernando will follow up with Joe Salgado on the details of the selection process. One possible mechanism for interacting more formally with the EAC champion in the future is to schedule quarterly meetings where we detail specific items that the champion needs to follow up on and to hear back on the progress of previously reported items.

EAC Structure: It was noted in the email sent by Stephanie Frankle on 2/1/2002 that the council works best when it is meeting as a group. The current EAC committees have been less successful in the structure that has been used in the past. EAC discussed replacing the committee structure with volunteer task groups for specific topics that arise and the need to have better connections with the other working groups at the laboratory. Having liaisons with the other working groups is one method of establishing better connections. Another method would be to have the chairs of the working groups come to EAC. Lucy Maestas volunteered to generate a list of all the working groups and current chairs to begin a discussion on this topic. Stephanie Frankle moved and Nancy Sattelberger seconded a motion to move to a new structure as discussed above in place of the current committee structure. The motion passed. Topics that are currently being discussed in EAC include:

- ISSM: Integrated Safeguards and Security Management
- Enterprise Resource Planning (ERP) System
- HR's Revision of the AM100 policies
- Child Care at LANL
- Emergency Operations Center Update
- Laboratory Budget Process – impact on hiring
- Required Management Training

- Diversity Office and Diversity Working Groups
- Lab EEO and Affirmative Action
- CUCSA Activities and UC Topics

HR Help Desk: One of the impacts of the ERP project at the lab is the delay in implementing an HR Help Desk because of software issues. The HR Help Desk was to serve a similar function as the Security Help Desk and provide one-stop-shopping for answers to HR related questions. Additionally, it was to better serve the lab population by removing the issue of "ask a different person and get a different answer". EAC believes this is an important service to the lab employees and should not be significantly delayed because of the ERP project. Dave Jones volunteered to pursue the matter with HR (Art Garcia and Sandy Haire have oversight responsibility for the HR Help Desk).

EAC Website: This is a focus area for EAC over the next couple of months with the goal of having an improved site up and running by the end of April. Stephanie Frankle has volunteered to generate prototype web pages for such a site, and had specific items that volunteers could help out on. The members of the previous Communications committee volunteered to help out.

CUCSA: CUCSA meeting will happen March 6-8, 2002 here at the lab. Fernando gave a summary of the current schedule of events for CUCSA.

Minutes of Jan. 31, 2002: The minutes of Jan. 31, 2002 were reviewed. Comments submitted by Carl Ostenak were reviewed. Steve Hanson moved to accept the revised minutes incorporating a number of submitted comments, Lucy Maestas seconded the motion. The motion passed.

The meeting adjourned.

Respectfully submitted,
Stephanie Frankle, Historian

Employee Advisory Council Minutes
(TA-3, SM 43, Director's Conference Room)
March 14, 2002

EAC Web Site: http://www.lanl.gov/committees/eac

Members present:
Lorraine Segura, ESH; Anita Stone, BUS; Stephanie Frankle, X; Nancy Sattelberger, T; Lucy Maestas, P; Cherryl Mingo, DX; Eric Pitcher, LANSCE; Lynn Chavez, B

Members absent:
Fernando Quintana, E; Sharon Atcher, C; Kay Strong, HR; Frank Pabian, NIS; Tom Baca, ISEC; Steve Hanson, FWO; David Jones, S; Kelley Keresey, D

The meeting was called to order by the Vice-Chair, Lorraine Segura. The scheduled speaker did not attend due to a scheduling mix-up. He has been rescheduled for a later meeting.

Business

EAC Website: Stephanie Frankle briefed members on the update of the EAC website. She and other volunteers have been reviewing the past two years worth of meeting minutes and identifying items in the minutes that will be linked to a "search by subject" feature on the new web site.

CUCSA: The CUCSA meeting took place March 6-8, 2002 here at the lab (the agenda is attached). Lucy Maestas, junior member of CUCSA from LANL, updated the EAC on how the meeting went. Overall, the meeting was a great success, and exposed the assembly to the lab's missions as well as its social and cultural environment. Richard Marquez opened the meeting for the laboratory. Allen Hartford then briefed the assembly on the lab's science and technology activities. Others spoke about the lab's community relations activities. Lisa Gutierrez spoke about the lab's child care initiative and the "zero people mistreatments" goal of the laboratory.

University of California Regent Velma Montoya briefed CUCSA on agenda items to be discussed at the Regents' next meeting. They will discuss equity pay as it relates to retirement benefits for same-sex and non-married domestic partners. The topic of a voluntary early retirement incentive program will not be discussed as there is currently no plan to offer one.

Minutes of Feb. 14, 2002: The minutes of Feb. 14, 2002 were reviewed. Lucy Maestas moved to accept the minutes, Anita Stone seconded the motion. The motion passed.

Nancy Sattelberger agreed to take minutes at the next EAC meeting scheduled for March 28.

The meeting adjourned.

Respectfully submitted,
Eric Pitcher, EAC member

COUNCIL OF UC STAFF ASSEMBLIES (CUCSA)
QUARTERLY MEETING
at
LOS ALAMOS NATIONAL LABORATORY
March 7 & 8, 2002

Hotel: **Eldorado Hotel**
309 West San Francisco Street
Santa Fe, NM 87501
(505) 845-8981
(505) 486-8336 (fax)

Pre-meeting information: Fernando Quintana   Lucy Maestas
(505) 667-2395   (505) 667-7857

Wednesday, March 6, 2002

6:00 - 8:00 p.m.   Welcome Reception, Eldorado Hotel

Thursday, March 7, 2002

Meeting Location: Los Alamos National Laboratory
J. Robert Oppenheimer Study Center, Jemez Conf.Rm,
Los Alamos, NM

6:50 a.m.   Meet in Hotel Lobby for transportation to
Los Alamos

7:00 a.m.   Depart Hotel to Los Alamos, Window tour
by John Rhoades

8:00 – 9:00 a.m.   Briefing and Tour: Bradbury   John Rhoades
Science Museum (Continental breakfast
provided)

9:00 – 9:15 a.m.   Transportation to J. Robert Oppenheimer
Study Center

9:15 – 9:25   Welcome, Host Instructions, Announcements   Carol Miller/
and Ground Rules   Fernando Quintana

Attachment 1: CUCSA Agenda

9:30 – 10:15 a.m.	Welcome & Laboratory Overview	Richard Marquez Associate Director for Administration
10:15 - 10:30 a.m.	Break	
10:30 – 11:30 a.m.	Science and Technology Programs Overview	Allan Hartford Program Leader
11:30 – 12:00 p.m.	Weapons Programs/National Security Overview	Ed Heighway Principal Deputy
12:00 p.m. - 1:00	Hosted Lunch	
1:00 – 1:30 p.m.	University Relations Office Overview	Charles Pacheco, University Relations Office Leader
1:30 - 2:30 p.m.	Community Relations Office Overview	Christina Armijo Community Relations Office Director
2:30 – 3:30 p.m.	Interactions with Tribal Governments/ Tribal Relations	Joseph Garcia Tribal Relations
3:30 – 3:45 p.m.	Break	
3:45 - 4:45 p.m.	Review of CUCSA Procedures/ Regents' Updates/Location Updates	Carol Miller
4:45 - 5:00 p.m.	Delegates gather at loading area	
5:00 p.m.	Return to Hotel	
6:00 p.m.	Meet in the Hotel Lobby for Transportation to Dinner at Tomasitas	

Friday, March 8, 2002

Meeting Location: **Eldorado Hotel**
309 West San Francisco Street
Santa Fe, NM 87501
(505) 845-8981
(505) 486-8336 (fax)

Pre-meeting information: Fernando Quintana   Lucy Maestas
(505) 667-2395   (505) 667-7857

7:45 - 8:15 a.m.	Continental Breakfast	
8:15 - 8:30 a.m.	Host Instructions and Announcements	
8:30 – 9:00 a.m.	Approval of Minutes/Follow-up from Previous Meetings	Carol Miller
9:00 - 10:00 a.m.	Overview and Report from Regents	Velma Montoya, Regent
10:00 - 10:15 a.m.	Break	
10:15 - 11:30 a.m.	Overview of LANL Diversity Initiatives	Lisa Gutierrez Diversity Leader
11:30 a.m.–1:15 p.m.	Lunch	
1:15 - 2:45 p.m.	Human Resources Communications	Paul Schwartz, UCOP
2:45 - 3:00 p.m.	Announcements for CUCSA meeting at UC San Diego	
3:00 p.m.	Adjourn	